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JUN 11 2012

LUNENBURG TOWN
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Town of Lunenburg
DPW Building Committee
Lunenburg, Ma. 01462

Minutes of 8-24-10
Location: Lunenburg Town Hall
17 Main St. 2nd floor
Joseph F. Bilotta Meeting Room
Meeting time: 5:00pm

The Committee consists of seven appointed members:

Steve DeBettencourt:	Board of Selectman member
Joanna L. Bilotta	Planning Board member
Jim Breault	DPW Facilities Manager
Leigh Mezzetti	DPW Administrative Assistant
Jan Carrier	Citizen at Large, Cemetery Comm.
David MacDonald	Citizen at Large
Jay Simeone	Citizen at Large

Meeting called to order at 5:00 pm
All members present except Liegh Mezzetti.

Also in attendance:

Kerry Spiedel - Town Manager, Laura Williams - Chief Administrative Assistant,
Jack Rodriquez – DPW Director, Richard Bowen – Town Counsel

Election of Officer's:

David MacDonald – Chairman
Joanna Bilotta – Vice Chairman
Jay Simeone - Secretary
Leigh Mezzetti - Alternate Secretary

Town Counsel gave the committee an overview of MGL laws regarding the procurement process including preparing and advertising a Request for Proposal and awarding the bid.

Town Counsel advised that with the project funding at \$1.1 million, it is under the \$1.5 million threshold to be able to use a design/build firm verses an Architectural firm. After some discussion, a motion was made to select a company for Architectural services. Motion seconded, Motion passed.

The Chairman presented the proposed building plans for all to review. The Chair gave an overview of the project.

There was discussion regarding the time frame of the project as it is now the end of August. There was a general consensus that we don't want the project to interfere with the DPW operations during the winter time. Depending on time frame of the when the bid is awarded, there may be some interior upgrades that can be done, or some site prep work prior to winter. It was recommended that any prep work the DPW could do before winter

would be beneficial to the project. The major renovations to the office and the building addition will most likely have to wait to the spring of 2011.

Laura Williams presented a draft RFP for Engineering/Architectural Consulting Services for the DPW Addition - Renovations for review. Town Counsel to provide the boiler plate documents. There was much discussion among the committee regarding the responsibilities of the Architect, a General Contractor, and the Building Committee. No formal decision was made.

The Scope of Services document was reviewed and edited for detail and content. Laura is to present a revised version of the RFP for the next meeting.

The next meeting is scheduled for next Tuesday, 8-31-10, at 4:30 pm. In the Town Hall.

Motion to adjourn at 6:20pm.

Respectfully Submitted by:
Jay Simeone
Secretary



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